# C O N T A C T



**SONAM YADAV**

FRESHER

8983230728

[sonamyadav.sy03@gmail.com](mailto:sonamyadav.sy03@gmail.com) Ambernath, Thane

# P R O F I L E S U M M A R Y

Proficient in Tally and well-versed in office management tasks. Demonstrates excellent organizational and administrative skills, with a commitment to accuracy and efficiency in every project. Eager to apply my skills in a professional setting to contribute to the success of the organization.

# E D U C A T I O N

## VEDANTA COLLEGE , VITHALVADI

Bachelor’s Degree in Commerce Duration : 2024 - Present

## R.C.T COLLEGE

HSC in field of Commerce Duration : 2022 - 2024

## L.F.E. HIGH SCHOOL, AMBARNATH

SSC Maharashtra Board Duration: 2011 - 2022

# S K I L L S

Project Management Teamwork Communication

Accounting and Financial reporting Bookkeeping and ledger maintenance

Date entry and analysis

# H O B B I E S

Cricket Music

# L A N G U A G E S

English Hindi